



**Vacancy Announcement**  
**Human Resource Generalist**  
**Open Until Filled**  
**Salary commensurate with qualifications**

The City of Wheeling is in search of a Human Resource Generalist to provide support and service to the city's over 400 employee population. Under the direction of the Human Resources Director, the Human Resource Generalist will support the administration and management of human resource functions in the following ways:

- Assists employees by handling questions, interpreting and administering documents and helping resolve work-related problems and/or concerns.
- Assist with recruiting, scheduling interviews, and facilitating the hiring of qualified job applicants for open positions.
- Assists directly with the administration of three (3) civil service commission (testing and selection).
- Collaborate with departmental managers to understand skills and competencies required for openings to best develop strategies for a quick time-to-fill result.
- Handle administrative tasks for onboarding, new hire orientation, and separations.
- May assist the Human Resources Director with difficult staffing duties, including dealing with understaffing, conflict resolution and administration of disciplinary procedures.
- Assist in the evaluation of training needs to design and enhance employee development in concert with department heads.
- Assist the Human Resources Director in maintaining compliance with federal, state, and local employment laws and regulations.
- Seek continuing education in order to maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law, specific to a municipal setting.
- Use judgment and independent thinking to make decisions and focus on problem solving.
- Perform and assist with office administrative duties as needed.
- Perform other duties as assigned.

Applicants meeting the following minimum qualifications are encouraged to apply:

- Bachelor's degree in human resources, business administration, communications or related field.

- Three (3) to five (5) years of progressive experience in human resources administration.
- PHR and/or SHRM-CP preferred, or ability to obtain.

Interested applicants can apply by contacting:

City of Wheeling  
Office of Human Resources  
1500 Chapline Street, Suite 301  
Wheeling, WV 26003  
304-234-3694  
[humanresources@wheelingwv.gov](mailto:humanresources@wheelingwv.gov)

*The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.*